

## **14 FAH-5 H-900 POSTAL SUPPLIES**

### **14 FAH-5 H-910 SUPPLIES**

*(CT:DPO-1; 11-14-2013)  
(Office of Origin: A/LM)*

## **14 FAH-5 H-911 ORDERING SUPPLIES**

*(CT:DPO-1; 11-14-2013)*

### **a. Ordering Postal Supplies:**

- (1) Postal supplies needed to operate the Diplomatic Post Office (DPO) can be found in USPS Publication 223. Postal supplies must be ordered through the Office of Diplomatic Pouch and Mail (DPM) using a USPS-issued FEDSTRIP; by sending a listing of items needed to DPO-Answerperson@state.gov. Commonly used items are as follows:
  - Rubber stamps (All Purpose Date Stamps, stamp cancellation devices) – Form PS-1567
  - Slide Labels (for outgoing mail bags) – Form PS-1578
  - Mail Transportation Equipment
  - Anti-Pilferage Seals
  - Form PS-3849
  - USPS Posters/Visual Aids
- (2) Form PS-2976, Form PS-2976-A and Form PS-2976-E (Customs Declaration Forms) and other USPS forms (Certified, Insured, Del Con), along with priority mail boxes can be requested directly from USPS free of charge by setting up an online account at <http://shop.usps.com> under the "For Mailing/Shipping" category:
  - Maximum order for customs forms is a quantity of 50 each day. Larger quantities can be requested via DPO-Answerperson@state.gov

### **b. Ordering Flight Tags (Form PS-1957):**

- (1) Flight tags (PS Tag 135 and PS Label 136) are used for outgoing mail bags and outside pieces. Every piece of outgoing mail must bear one of these

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labels; and

(2) Orders are placed via Automated Military Postal System (AMPS).

c. Tracking Orders. Orders can be tracked by following the instructions below:

(1) In AMPS, on the main Form PS-1957 screen, click on the **View PS 1957 Orders** for review;

(2) Orders are in one of the four following conditions:

- Submitted
- Approved
- Denied
- Sent to United States Postal Service (USPS), (Approved orders are automatically sent to USPS on the 1st and 15th of each month for processing).

(3) To see an order in detail, click on the order number (underlined and in blue).

d. Two additional reports are also available:

- Form PS-1957 Orders by ZIP Code/Order Date
- Totals of Form PS-1957 Orders by ZIP Code/Order Date

## **14 FAH-5 H-912 EQUIPMENT**

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In accordance with the Tripartite Agreement, USPS does not provide Postal Equipment. DPM provides, and for initial DPO establishment, one 70lb Triner scale to be used for validating postage on packaged accepted for mailing, and one Wasp Scanner. This equipment is essential for DPO operations to comply with USPS scanning requirements for Global Business System (GBS) barcodes into the, Military Automated Transit Time Information System (MATTIS), package acceptance, and delivery Product Tracking Service (PTS) operations AMPS modules. Post may purchase, at their expense, additional "dumb" scales and scanners with local ICASS approval and funding:

a. Ordering Postal Equipment:

- (1) Scales: For newly established DPOs DPM will furnish one 70 pound scale (with Rate Chip) and one , Information Technology Configuration Control Board (ITCCB) approved Wasp Scanner per ZIP Code; post will be responsible for property accountability, maintenance and additional units if necessary; and
- (2) Computer station and Printer: A computer station (KIOSK) and printer for printing Click and Ship labels must be provided by post and is highly

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recommended. Additional KIOSKs should be considered where customer population dictates;

**14 FAH-5 H-913 THROUGH H-919 UNASSIGNED**